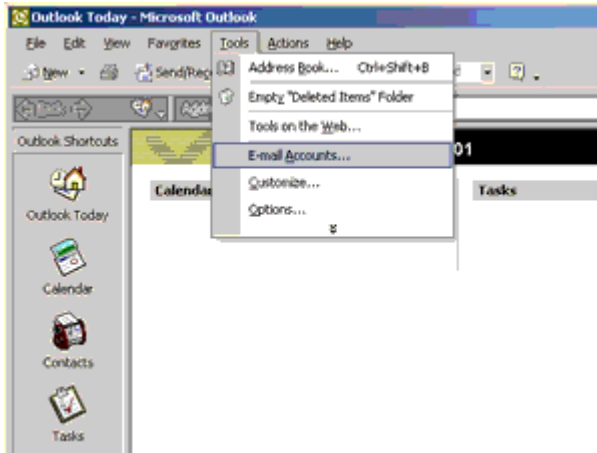
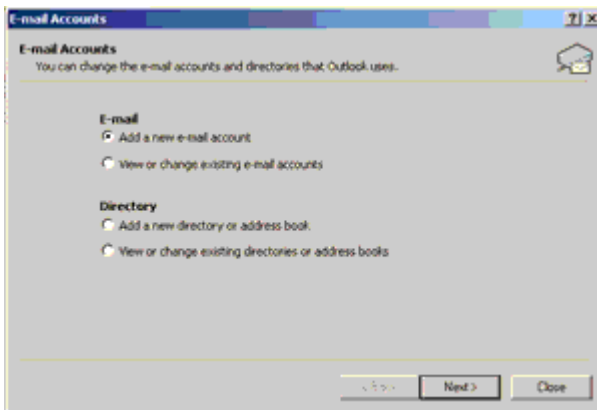


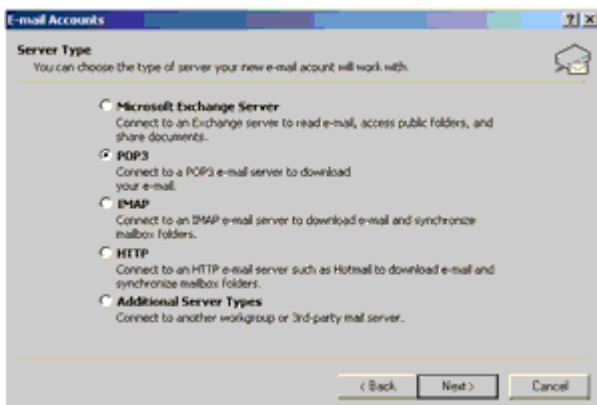
## Configuring Microsoft Outlook XP



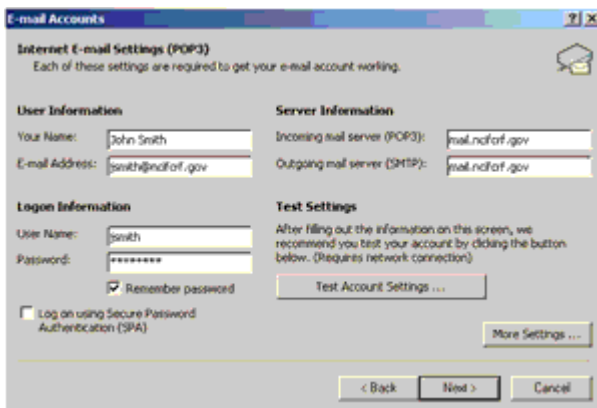
Open Microsoft Outlook. On the menu bar, click **Tools**, drop down to **E-Mail Accounts**.



In the next window, select **Add a new e-mail account** then click **Next**.



Select **POP3**, and then click **Next**.



In the next window, type as follows:

### User Information

*User name:* Your full name

*E-mail Address:* Your e-mail address

### Login Information

*User Name:* What comes before "@" in your e-mail

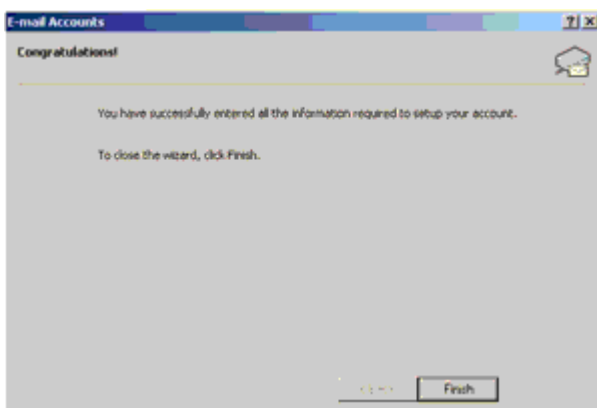
*Password:* Your password, it is recommended you have Outlook remember it for you.

### Server Information

*Outgoing mail server:* mail.ncifcrf.gov

*Incoming mail server:* mail.ncifcrf.gov

Click **Next**.



You are now finished configuring your e-mail account with Outlook XP.

Click **Finish**.